METAMORPHIC TRAINING
(Company No 1136378-M)

LAW AND BUSINESS SERIES:
Commercial Practice Essentials

Training Need

Junior lawyers often encounter scenarios where they are entrusted to draft commercial documents that ensure performance and protect their clients' legal rights in business transactions. They are expected to balance commercial realities and flexibilities with legal certainty with a quick turnaround time while delivering quality client service.

Training objective

At the end of this one-day workshop, you will be equipped to deal with problematic drafting scenarios with the following tools:

- Understanding of must-know finance and accounting concepts
- Know-how of commercial mechanisms to ensure contractual performance
- Enhanced communication with commercial clients in their language and business terms

Who Would Benefit

Junior lawyers (<5 years' of call) who are in or looking to enter into a commercial and corporate practice. Lawyers who want to develop a more comprehensive, integrated perspective on the transactions that they draft will benefit most from this 1-day workshop.

This workshop is targeted towards participants with minimal prior exposure to formal finance and accounting training.

Course Date: 28th July 2016
CPD Code: T2/28072018/CCPMT/KL164314/8
Accredited by the BAR Council for 8 CPD Points

Early Bird Registration Date: 12th July 2016
Registration Closing Date: 19th July 2016

RM1800 per day per participant
Early Bird Incentive: RM1600 (Prices excluding GST)
Please contact us directly for group registrations of 3 or more
HRDF SBL CLAIMABLE

www.metatrainings.com | +603 27766860 | register16@metatrainings.com

Rhoda Yap's [MBA(Cornell), LLB (Hons) (Kings College)] professional career has spanned equally over the legal practice and in the business world. She started her legal career at as a litigator and moved on to a commercial and corporate practice in Reddi & Co. After 7 years of legal practice, Rhoda obtained an MBA from Cornell University and joined McKinsey & Co in the USA as a management consultant where she served Fortune 50 clients across various sectors in financial services, manufacturing, and retail. While in New York, Rhoda was also attached to JP Morgan Investment Bank in their Strategy Planning Analysis Unit.

Most recently, she was the Chief Executive Officer of BritishIndia, a leading Asian lifestyle brand where she spearheaded the professionalization of the company.

In her business career, Rhoda has dealt with numerous legal firms as a client; and has observed superior client service skills from top tier international firms and improvement opportunities from other firms as well.

At Cornell, she was a recipient of a scholarship and leadership fellowship. Additionally, Rhoda was appointed a teaching assistant for MBA courses, and later served as a researcher in the Strategic Planning Team at Johnson School at Cornell.

Rhoda is a certified HRDF trainer.

Rhoda's Academic Background:

- MBA (Cornell University)
- LLB (Hons) King's College London
- Postgraduate Diploma in Legal Skills (Inns of Court School of Law)
- Called to the Bar of England & Wales

COURSE OUTLINE

Introduction and Expectations Setting
Lecture 1: Must Know Accounting and Financial Concepts
Activity 1: Profit and Loss Ratios, Growth Rates
Lecture 2: Balance Sheet and Cash Flow Statement, Options
Activity 2: Cash is King
Break
Lecture 3: Commercial Transactions –
Verifications of Parties and Titles
Activity 3: Negotiation Role Play
Lecture 4: Document Drafting Stage
Activity 4A: Payment Schedules
Activity 4B: Review Draft Documents and Spot Issues
Lunch
Lecture 5: Contract Management
Activity 5: Managing a Variation Order
Lecture 6: Remedies
Activity 6: Remedies
Break
Lecture 7: Client Communication
Activity 7A: Communicating Complex Information
Activity 7B: Debrief and Retry
Lecture 8: Accessible Legal Style
Activity 9: Recap, Reflection and Action Plan

Registration Form for Participants

Name : ____________________

Company : ____________________

Role in Company : ____________________

Years of Work Experience : ____________________

Email : ____________________

Phone : ____________________

Course Details

Course Title:

Date :

Time :

Venue :

** Delete Where Appropriate*

Fax completed form to +6082-480096 or email register16@metatrainings.com

Booking terms and conditions

The course fee includes 2 coffee breaks and lunch, printed materials and a certificate of attendance.

Registration and Confirmation Policy

50% of the course fee as deposit is payable upon registration.
We will then email you with the confirmation of availability. Should there be insufficient space, we will refund you the deposit paid.
The balance of 50% is payable no later than 1 week before the course date. In the absence of payment, it is deemed that you are no longer interested in attending the course, and you agree that MMT shall be entitled to forfeit the deposit paid as agreed liquidated damages.

Early Bird and Group Rates

Early Bird registration incentive applies only if full course fees are paid in full by the date stipulated on the cover.
For group registration of above 3, please contact us directly at enquiry@metatrainings.com for group rates.

Substitution and Cancellation Policy

The Substitution and Cancellation Policy for this course reflects the nature of the course as well as the class size.
Provided the sum is paid in full, a company is entitled to substitute the participant with a participant of equivalent work experience and standing with no additional costs.
Cancellation made less than the 2 weeks before of the course date will be subjected to a forfeiture of the deposit.
Cancellations made less than 1 week prior the course date will not be eligible to any cash refund, and the course fee paid is agreed to be forfeited as agreed liquidated damages to MMT.

Payment

Please make cheques payable to Metamorphic Training Sdn Bhd or bank in to CIMB Bank Account Number 8602200470 with a copy bank in slip to finance@metatrainings.com